

USE THIS GUIDE TO ASSIST WITH WHICH SPEND CATEGORY TO USE AND ALSO WHEN TO INPUT ADDITIONAL WORKTAGS		
**SENSITIVE ITEMS ARE: COMPUTERS, LAPTOPS, TABLETS, SERVERS, PRINTERS, DRONES, FIREARMS, and other GRANT-FUNDED ITEMS WITH A COST OF \$1,000 - \$9,999.99		
***ADD DC030 ADDITIONAL WORKTAG FOR GRANT FUNDED ITEMS WITH A COST OF \$10,000+		
***ADD DC031 ADDITIONAL WORKTAG FOR GRANT FUNDED ITEMS THAT ARE SENSITIVE ITEMS		
		Spend Category and Additional Worktag Requirements
NON-Grant Funded		
\$0 - \$9,999.99	NOT A SENSITIVE ITEM	Use a Non-Trackable, Non-Equipment Spend Category (2nd Tab of Spend Category Sheet)
\$0 - \$9,999.99	SENSITIVE ITEM	**If an item is less than \$10,000 but is considered sensitive in nature such as a computer (sc0665), laptop (sc0666), tablet (sc0667), server (sc0119), or firearm (sc0053), then it requires a Trackable Equipment Spend Category and the "Track Sensitive Item: Board Mandated " Additional Worktag.
		***If the item is a drone (sc0505) or printer (sc0146) and less than \$10,000, use the Trackable Equipment Spend Category and the "Track Sensitive Item: Institutionally Designated" Additional Worktag.
\$10,000+		Use a Trackable Equipment Spend Category (1st Tab of Spend Category Sheet)

		Spend Category and Additional Worktag Requirements
Grant Funded		
\$0 - \$999.99	NOT A SENSITIVE ITEM	Use a Non-Trackable, Non-Equipment Spend Category (2nd Tab of Spend Category Sheet)
\$0 - \$999.99	SENSITIVE ITEM	Use a Trackable Equipment Spend Category (1st Tab of Spend Category Sheet)
		**If an item is less than \$10,000 but is considered sensitive in nature such as a computer (sc0665), laptop (sc0666), tablet (sc0667), server (sc0119), or firearm (sc0053), then it requires a Trackable Equipment Spend Category and the "Track Sensitive Item: Board Mandated " Additional Worktag.
		***If the item is a drone (sc0505) or printer (sc0146) and less than \$10,000, use a Trackable Equipment Spend Category and the "Track Sensitive Item: Institutionally Designated" Additional Worktag.
		****Add the DC031 Additional Worktag Use with any Sensitive Item purchase.
\$10,000+		Use Trackable Equipment Spend Category and DC030 Worktag
		****Add the DC030 Additional Worktag - Use with any Grant funded Equipment purchase (\$10,000+).